



GUAM NATIONAL GUARD - HUMAN RESOURCES OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT

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| VACANCY ANNOUNCEMENT # TVA 13-009 | JOB TITLE: Sexual Assault Response Coordinator | PAY GRADE AND SERIES: GS-0301-7/9/11 |
| OPEN PERIOD: 12/27/12 – UNTIL HIRED | | PAY RANGE POTENTIAL: \$38,790 - \$74,628 + COLA |
| POSITION LOCATION: JFHQ-GU-J1 Barrigada, Guam | APPOINTMENT TYPE: TEMPORARY W/ DUAL STATUS Temporary employees serve under appointments limited to one year or less and are subject to termination at any time without use of adverse action or reduction in force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions or the ability to be noncompetitively converted to a permanent appointment. | |
| PDCN #: D1275000 | PROJECTED APPOINTMENT DATE: TBD | |
| SECURITY CLEARANCE: SECRET | AREA OF CONSIDERATION: In-state, Open to current members of the Guam Army and Air National Guard | |
| | MILITARY GRADE: Army: Enlisted, E7-E9 / Warrant Officer, W2-W3 / Officer, O2-O4 Air: Enlisted, E7-E9 / Officer, O3-O4 | |
| | COMPATIBLE MOS/CMF: Not Applicable | |

This position is located in the Joint Forces Headquarters—State, Directorate of Manpower & Personnel (J-1). The purpose of this position is to manage and implement the Sexual Assault Prevention and Response (SAPR) Program and Domestic Abuse/Violence Program.

SPECIAL PLACEMENT AND POSITION FACTORS:

Payment of Permanent Change of Station (PCS): Not Authorized

Subject to Night and/or Rotating Shifts: No

Position Requires Travel: Some, 1 to 5 days

Military Attributes: Yes

Applicants will be screened and evaluated on military attributes directly related to the compatible military position required for appointment. Areas include military bearing and appearance, leadership, teamwork, military environment and fitness, awards and decorations. These areas will be evaluated as it relates to the whole person concept. Final selection will be based on qualification, military attributes, and suitability and the best qualified individual for appointment to the federal government.

National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. Experience must be directly related to the position and must be described in the work experience section of the application. The level of experience will be determined by the actual duties and responsibilities performed.

MANDATORY CONDITIONS OF EMPLOYMENT:

Must have a favorable local background check.

Must pass sex registry offenders check.

Must qualify for appropriate level of security clearance required for the position.

Must maintain a compatible military unit of assignment and grade.

Must wear appropriate military uniform and adhere to required grooming standards.

Must undergo Military records prescreening. Unfavorable actions or Military flagging actions may result in disqualification from employment consideration.

Acceptance of a Federal Excepted technician position may cause termination from the Selected Reserve Incentive Program (BONUS).

JOB RELATED QUALIFICATIONS and EVALUATION: Applicant must clearly identify minimum requirements, specialized job related experience and number of months. Include your civilian and military experience in separate experience blocks to include duty codes, pay grades and description of major duty assignments. If your resume does not include a narrative description of how you meet the GENERAL and SPECIALIZED experiences, you may lose consideration for this position.

GENERAL: Experience, education, or training which provides a general knowledge of principles or organization, management, and administration. Experience using computer and automated systems.

Sexual Assault Response Coordinator, GS-0301-07 (Trainee), Specialized: Must have at least 12 months experience, education or training in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Applicants must have progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in comparable work of the position to be filled. Experience interpreting regulations, policies or law and providing guidance.

Sexual Assault Response Coordinator, GS-0301-09 (Trainee), Specialized: Must have at least 24 months experience, education or training in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Applicants must have experience providing technical guidance and assistance in the type of work or in comparable work of the position to be filled. Applicants must have a thorough knowledge and understanding of administrative procedures and practices of management. Experience developing administrative procedures.

Sexual Assault Response Coordinator, GS-0301-11, Specialized: Must have at least 36 months experience, education or training program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations.

HOW TO APPLY:

1. Read entire announcement and follow ALL guidance/directions. If you have ANY questions, please call the HRO office.
2. Submit a current resume. Please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST THE TO AND FROM DATES (MM/YY) OF YOUR EXPERIENCE.
**Note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the work experience and qualifications/education you show on the Resume can be used to evaluate your qualifications for this position.
3. Attach any required documents (see Required Documents below).
4. Submit application package to the Guam National Guard – HRO Office. No binders or bound documents please.

REQUIRED DOCUMENTS (Application Packet):

- Current Resume (**mandatory**)
- OF 306 Declaration for Federal Employment (**mandatory**)
- SF 144 Statement of Prior Federal Service (**mandatory**)
- Personnel Qualification Report/Record for Individual Performance (PQR/RIP) (**mandatory**)
- Transcripts, if applicable. College/Vocational school transcripts MUST be submitted in order to receive credit for education. (Copies are acceptable)
- SF 181, Ethnicity and Race Identification Form (optional)
- Miscellaneous Items (i.e., Flight Records, Bar Certification, IT Certificates, Driver Weight Class), if applicable
- SF-50/DD214-Member copy (Current or Former Competitive Employees, VEOA Eligible), if applicable

GOVERNMENT FORMS ARE AVAILABLE AT: www.opm.gov/forms/

ALL APPLICATIONS MUST BE MAILED OR HAND CARRIED TO THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.

**Guam National Guard - Joint Force Headquarters
Human Resources Office
430 Army Drive, Building 300, Room 113
Barrigada, Guam 96913-4421**

Applications must arrive by close of business (1630 UTC/GMT+10) on the closing date. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through and internal mail system. Faxed applications will not be accepted. Electronic applications are only accepted for those employees who are mobilized. Applications or resumes without a current return email will not be considered. Errors or insufficient information may affect your eligibility to be minimally qualified. Applications will not be returned. Please make a copy prior to submitting it to the HRO.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications, Eligibility, Requirements and the Area of consideration. The eligibility you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully.

**VETERANS PREFERENCE DOES NOT APPLY-SELECTIVE SERVICE REGISTRATION REQUIRED
THE GUAM NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**